

COMMISSION ON TEACHER CREDENTIALING

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Date: September 20, 2005

From: Helen Hawley, Consultant

To: Higher Education and K-12 Educators of English, Mathematics, Science, Social Science, Art, Music, Languages Other Than English, and Physical Education

Subject: Invitation to Participate in Subject Matter Program Reviews

The Commission is recruiting reviewers for new single subject matter programs in English, mathematics, science, social science, art, music, languages other than English, and physical education programs. Nominations of self or others are invited for this very important state-level task. Qualifications for reviewers include an academic degree and teaching experience in the subject. Both K-12 and higher education faculty are needed to insure that both levels of education are being represented in the process.

Reviewers must begin with a two day orientation which will include the standards-based review process and policies, guided review of documents, and calibration of findings with other reviewers. This orientation is mandatory for those who wish to participate. After the orientation reviewers will receive documents by mail and coordinate with other reviewers online within the flexibility of their own schedules. Reviewers who attend orientation should expect to participate in a number of subsequent program reviews and commit to guiding them through recommendation for approval. Each program review requires an investment of approximately eight hours. Several revisions of the documents may also be required which could entail a few more hours of review time. The following orientation meetings are scheduled for fall 2005:

Time	Location
October 20/21, 2005	Riverside, CA
October 27/28, 2005	Sacramento, CA

The Commission will cover the costs of necessary travel expenses (mileage, lodging, and meals) to attend the meetings through submitted travel claims after the meeting. If reviewers are employed by a school district, substitute expenses will also be reimbursed to the district upon request. Education code prohibits payment of honoraria or stipends, but the Commission will provide letters of service upon request.

Please submit the attached nomination form immediately as space and funds are limited. You must receive an acceptance letter from the Commission to attend the meetings. If you have any questions about the review process, please contact hhawley@ctc.ca.gov or 916-445-8778.